



**DEPARTMENTS OF THE ARMY AND THE AIR FORCE**  
**NATIONAL GUARD BUREAU**  
**111 SOUTH GEORGE MASON DRIVE**  
**ARLINGTON, VA 22204-1382**

REPLY TO  
ATTENTION OF

NGB-ARO

1 August 2005

MEMORANDUM FOR The Adjutants General of All States, Puerto Rico, the Virgin Islands, Guam, and the District of Columbia

SUBJECT: FY 06 Letter Of Instruction (LOI) For Title 10 Active Duty Special Work (ADSW)

1. Purpose. The purpose of this memorandum is to provide guidance for ADSW in FY 06 in support of the Army National Guard (ARNG) Directorate and field offices.

2. References.

a. Army Regulation (AR) 135-200, Active Duty for Missions, Projects, and Training for Reserve Component Soldiers, 30 June 1999.

b. U.S. Army Medical Department, Health Insurance Privacy and Portability Act (HIPPA) Implementation Guide, 14 April 2003.

3. Applicability. This policy applies to Soldiers currently serving on ADSW tours, tour renewals, and new tours under Title 10 USC 12301(d).

4. Eligibility Requirements.

a. Be a federally recognized member of the ARNGUS of a state or territory.

b. Meet the Army medical requirements defined in AR 135-200.

c. Not be within 6 months of mandatory removal or expiration of term of service on the report date of the tour. This requirement may be waived by CNGB.

d. Not have served greater than 17 years of Active Service (AS) unless waived by HQDA G1.

NGB-ARO

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5. Application packet will contain the following:

a. A copy of the approved ADSW Tour Announcement which is located at [http://www.arng.army.mil/soldier\\_resources/Guard Jobs/](http://www.arng.army.mil/soldier_resources/Guard_Jobs/).

b. DA Form 1058-R (Application for Active Duty Special Work). The applicant's DA Form 1058-R must bear the signature of the unit commander and the unit records custodian. The applicant must verify that the information on the form is correct and that all applicable items are complete.

c. NGB Form 23A (Retirement Point Assessment Statement, RPAS). We use the RPAS to determine the applicant's total years of service, total years of Active Federal Service (AFS), and/or total years of consecutive active duty assignments.

d. State Release Letter. The Joint Forces Headquarters of the applicant's state/territory must authorize the applicant to perform a title 10 ADSW tour for the specific period of time identified in the approved ADSW Tour Request / Announcement.

e. Security Clearance. The state security manager must validate the security clearance level of the applicant.

f. DA FORM 705, Army Physical Fitness Score Card.

g. Pregnancy Statement (Females only).

6. Medical Requirements. NGB-ARO-O will use the MEDPROS system to access the medical readiness of the Soldier. This system provides information on immunizations, DNA and HIV status, dental readiness, periodic physicals, medical and limited duty profiles, non-deployability medical profiles, occupational protection and equipment status, and men and women health issues.

7. Point of contact is Major Obie Spratling at DSN 327-9311 or 703-607-9311, electronic mail: [Obie.Spratling@ngb.army.mil](mailto:Obie.Spratling@ngb.army.mil).

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